

**Table of Contents**

CREATE AN ACCOUNT ..... 2


FORGOT PASSWORD ..... 11

FORGOT ID ..... 17

## CREATE AN ACCOUNT

After reading the instructions below, click on this link <https://secure.iowadot.gov/BidItem/> to create an Enterprise A&A account.

Click on the second tab called "[CREATE AN ACCOUNT](#)".

Enter your first and last name in the boxes below and click on [Register](#) 

### DOT Bid Items


Enterprise A&A		What Is A&A?	
<a href="#">SIGN IN</a>	<a href="#">CREATE AN ACCOUNT</a>	<a href="#">FORGOT PASSWORD</a>	<a href="#">FORGOT ID</a>

**Create an account for DOT Bid Items here.**

Sign up now to get credentials you can use for DOT Bid Items and at other Enterprise A&A enabled sites.

**First Name:**

**Last Name:**

[Register](#) 

Possibly have an account already?  
Click [here](#) for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.

---


**Before Beginning:**

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.ServiceDesk@iowa.gov](mailto:ITE.ServiceDesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE <a href="#">Additional Terms, Privacy &amp; Warranty Information</a>	Transaction Id: 110S01 Version 3.0.13
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## DOT Bid Items

Single Sign On - DOT Bid Items 

**Account Id:**  @IOWAID


**First Name:**

**Last Name:**

**Email:**

**Confirm Email:**


You are looking at SSO Registration Transaction Id: 1I0S0I

 **Enterprise A&A**

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Enter your Email address in the 2 boxes below and click on

## DOT Bid Items

Single Sign On - DOT Bid Items 

**Account Id:**  @IOWAID


**First Name:**

**Last Name:**

**Email:**

**Confirm Email:**

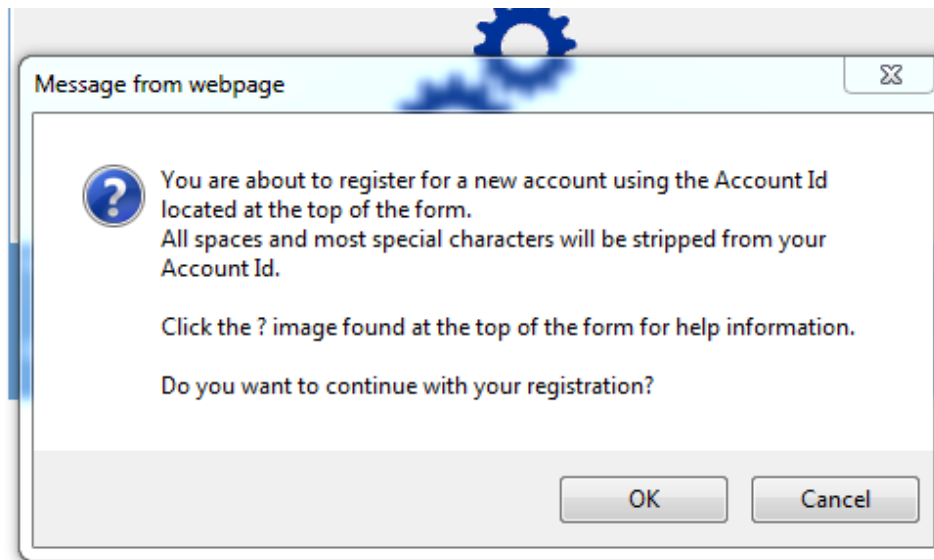
You are looking at SSO Registration Transaction Id: TFWZNF

 **Enterprise A&A**

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Read the message and click on

OK



Read the following instructions carefully.

## DOT Bid Items

**Single Sign On - DOT Bid Items**

An email has been sent to the email address you provided. It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.


Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

You are looking at SSO Reg Confirmation

Transaction Id: 110S01

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Check email from **entaa-noreply@iowa.gov** to complete the registration process. To activate your account, there will be four steps to complete.

To begin, click on the link found in Step 1.

Welcome from Enterprise A&A!

\*\*\*DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.\*\*\*

This email is a confirmation of the account you requested for DOT Bid Items and provides steps (see below) on how to activate your account.

Account Details Section:

Account ID: JANETMORTVEDT@IOWAID

Your name: Janet Mortvedt

E-Mail: [JL.Mortvedt@gmail.com](mailto:JL.Mortvedt@gmail.com)

If you did not request this account or think this email was sent in error, please contact the DAS-ITE Service Desk ([ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov)).

Account Activation Process:

Before you begin: If you start the activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the DAS-ITE Service Desk ([ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov)) before you will be able to use it.

Step 1. Click the following link. <https://entaa.iowa.gov/entaa/sso?regToken=9fb2e6f12670e6ee4fe282dcbe0822fb> (If you get a message that says "Sorry the link you used is no longer valid..." see Help section below.)

Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)

Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)

Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

# DOT Bid Items

Self Service Password Change - DOT Bid Items

?

**Identity Baseline for JANETMORTVEDT@IOWAID**

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

**Question 1:**  

– Select Question –

Answer 1:  Confirm:

**Question 2:**  

– Select Question –

Answer 2:  Confirm:

**Question 3 (Create your own question.):**  

Answer 3:  Confirm:

**Save Identity Baseline**

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

You are looking at SSO Initialize Account

Transaction Id: TFWZNF

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Complete the security questions below and click on

[Save Identity Baseline](#)

## DOT Bid Items

Self Service Password Change - DOT Bid Items

?

**Identity Baseline for JANETMORTVEDT@IOWAID**

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

**Question 1:**

What is your grandmother's first name?

Answer 1:

Confirm:

**Question 2:**

In what city were you born?

Answer 2:

Confirm:

**Question 3 (Create your own question.):**

What was my childhood nickname?

Answer 3:

Confirm:

[Save Identity Baseline](#)

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

You are looking at SSO Initialize Account

Transaction Id: TFWZNF


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# DOT Bid Items

Self Service Password Change - DOT Bid Items

 You must change your password.

Password Change for **JANETMORTVEDT@IOWAID**

Enter new password:

Confirm new password:

Password Rules:  
Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

Save New Password

Cancel

You are looking at SSO Change Password

Transaction Id: TFWZNF

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Enter the new password in the boxes below and click on

**Save New Password**

# DOT Bid Items

Self Service Password Change - DOT Bid Items

Password Change for **JANETMORTVEDT@IOWAID**

Enter new password:

Confirm new password:

Password Rules:  
Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

Save New Password

Cancel

You are looking at SSO Change Password

Transaction Id: TFWZNF


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# DOT Bid Items

 Enterprise A&A		What Is A&A?	
<a href="#">SIGN IN</a>	<a href="#">CREATE AN ACCOUNT</a>	<a href="#">FORGOT PASSWORD</a>	<a href="#">FORGOT ID</a>


 You have successfully changed your password. To continue, you will need to log on with the new password.

**Sign into DOT Bid Items here.**

Enter your Account Id and password to sign into DOT Bid Items.

**Account Id:**

**Password:**

[Sign In](#) [Account Details](#) 

---

**Account Id Examples:**

- Public User Account Format*
  - *firstname.lastname@iowaid*
- State Employee Account Formats*
  - *firstname.lastname@iowa.gov*
  - *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)  
[Forgot Password?](#)  
[Forgot Id?](#)


Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.ServiceDesk@iowa.gov](mailto:ITE.ServiceDesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

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Transaction Id: TFWZNF  
Version 3.0.13

Enter Account Id and new password then click on [Sign In](#)

## DOT Bid Items

 **Enterprise A&A** [What Is A&A?](#)

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)


 You have successfully changed your password. To continue, you will need to log on with the new password.

**Sign into DOT Bid Items here.**

Enter your Account Id and password to sign into DOT Bid Items.

**Account Id:**

**Password:**

[Sign In](#) [Account Details](#) 

Account Id Examples:

*Public User Account Format*

- *firstname.lastname@iowaid*

*State Employee Account Formats*

- *firstname.lastname@iowa.gov*
- *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)  
[Forgot Password?](#)  
[Forgot Id?](#)


Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.ServiceDesk@iowa.gov](mailto:ITE.ServiceDesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

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## FORGOT PASSWORD

Click on the third tab called “**FORGOT PASSWORD**”.


### DOT Bid Items

 Enterprise A&A		What Is A&A?	
<a href="#">SIGN IN</a>	<a href="#">CREATE AN ACCOUNT</a>	<a href="#"><b>FORGOT PASSWORD</b></a>	<a href="#">FORGOT ID</a>

**Retrieve your Password for DOT Bid Items here.**

Enter your Account Id to see your personal security baseline questions.

Account Id:



Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174



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--	--

Enter Account Id then click on

[Retrieve Password](#)




## DOT Bid Items

 <b>Enterprise A&amp;A</b>		<a href="#">What Is A&amp;A?</a>	
<a href="#">SIGN IN</a>	<a href="#">CREATE AN ACCOUNT</a>	<a href="#">FORGOT PASSWORD</a>	<a href="#">FORGOT ID</a>
<p><b>Retrieve your Password for DOT Bid Items here.</b></p> <p>Enter your Account Id to see your personal security baseline questions.</p> <p><b>Account Id:</b> <input type="text" value="JanetMortvedt@IOWAID"/></p> <p><a href="#">Retrieve Password</a> </p> <p>Contact the DAS-ITE Service Desk if you need personal assistance. Email: <a href="mailto:ITE.ServiceDesk@iowa.gov">ITE.ServiceDesk@iowa.gov</a> Phone: 515-281-5703 or 1-800-532-1174</p>			
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# DOT Bid Items

Self Service Password Change - DOT Bid Items



**Identity Baseline for JanetMortvedt@IOWAID**

On this page, answer your *identity baseline* questions. This is a set of questions that you established when you created your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

**Question 1: What is your grandmother's first name?**

Answer 1:

**Question 2: In what city were you born?**

Answer 2:

**Question 3: What was my childhood nickname?**

Answer 3:

Continue

Cancel

If you do not remember your baseline questions you can click [here](#) to begin the baseline questions reset process.

You are looking at SSO Baseline

Transaction Id: TFWZNF

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Answer the Identity Baseline questions then click on

[Continue](#)

## DOT Bid Items

Self Service Password Change - DOT Bid Items

?

**Identity Baseline for JanetMortvedt@IOWAID**

On this page, answer your *identity baseline* questions. This is a set of questions that you established when you created your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

**Question 1: What is your grandmother's first name?**

Answer 1:

**Question 2: In what city were you born?**

Answer 2:

**Question 3: What was my childhood nickname?**

Answer 3:

[Continue](#)

[Cancel](#)

If you do not remember your baseline questions you can click [here](#) to begin the baseline questions reset process.

You are looking at SSO Baseline

Transaction Id: TFWZNF

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# DOT Bid Items

Self Service Password Change - DOT Bid Items

?

Password Change for JANETMORTVEDT@IOWAID

Enter new password:

Confirm new password:

Password Rules:  
Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

Save New PasswordCancel

You are looking at SSO Change PasswordTransaction Id: TFWZNF

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Enter new password in the two boxes below then click on

Save New Password

# DOT Bid Items

Self Service Password Change - DOT Bid Items

?

Password Change for JANETMORTVEDT@IOWAID

Enter new password:

Confirm new password:

Password Rules:  
Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.


Save New PasswordCancel

You are looking at SSO Change PasswordTransaction Id: TFWZNF


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Enter your Account Id and new password in the boxes below then click on [Sign In](#)

## DOT Bid Items

 **Enterprise A&A** [What Is A&A?](#)

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)


 Password was changed. To continue logon with new password.

**Sign into DOT Bid Items here.**

Enter your Account Id and password to sign into DOT Bid Items.

**Account Id:**

**Password:**

[Sign In](#) [Account Details](#) 

Account Id Examples:

*Public User Account Format*

- *firstname.lastname@iowaaid*

*State Employee Account Formats*

- *firstname.lastname@iowa.gov*
- *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)  
[Forgot Password?](#)  
[Forgot Id?](#)

Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.ServiceDesk@iowa.gov](mailto:ITE.ServiceDesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

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## FORGOT ID

Click on the fourth tab called “**FORGOT ID.**” Enter your email address then

click on  



## DOT Bid Items

 <b>Enterprise A&amp;A</b> <a href="#">What Is A&amp;A?</a>		
<a href="#">SIGN IN</a>	<a href="#">CREATE AN ACCOUNT</a>	<a href="#">FORGOT PASSWORD</a>
<a href="#">FORGOT ID</a>		

**Retrieve your Account Id for DOT Bid Items here.**

Enter your email address to receive a reminder about your Account Id.

**Email Address:**

Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

You are looking at SSO Logon Transaction Id: TFWZNF  
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You will receive an email from **entaa-noreply@iowa.gov** with your Account Id.


Thank you for using Enterprise A&A! This email contains account credentials requested for DOT Bid Items.

Account ID: JANETMORTVEDT@IOWAID


E-Mail: [JL.Mortvedt@gmail.com](mailto:JL.Mortvedt@gmail.com)

Enter Account Id and password on the **SIGN IN** tab then click on

**Sign In**

 **Enterprise A&A** What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)


 We have sent an email reminder to [JL.Mortvedt@gmail.com](mailto:JL.Mortvedt@gmail.com) with your Account Id.

**Sign into here.**

Enter your Account Id and password to sign into .

**Account Id:**

**Password:**



Account Id Examples:

*Public User Account Format*

- *firstname.lastname@iowaid*

*State Employee Account Formats*

- *firstname.lastname@iowa.gov*
- *If you do not have an @iowa.gov account use your email address.*

[Need an Account?](#)  
[Forgot Password?](#)  
[Forgot Id?](#)

Contact the DAS-ITE Service Desk if you need personal assistance.  
Email: [ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov) Phone: 515-281-5703 or 1-800-532-1174

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